



Federal Security Clearance Verification Letter

Requirement for waiving DCPS fingerprinting process

This letter confirms that the below volunteer has met the following requirements for waiving the fingerprint clearance required for volunteering in DC Public Schools:

1. The volunteer is an employee or contractor of a federal agency and was subject to a federal background check as a condition of his/her employment.
2. The volunteer, as a condition of his/her employment, has an active federal security clearance.

Volunteer Information

Name:

(Last)

(First)

(Middle)

Signature **required** – Human Resources Representative

Date

Print HR Representative Name

Title

HR Representative Phone

E-mail

Federal Agency Name

Federal Agency Address

The original letter must be attached to the DCPS Volunteer Application in order to waive the fingerprinting requirement. For questions, please contact the Volunteer Coordinator at dcpsvolunteers@dc.gov or phone: 202-442-5447.